

IV Year-end Closing - Prepare Governmental Fund Reports

This chapter discusses required year-end financial reports for governmental funds. Year-end financial reports for proprietary and fiduciary funds are discussed in the next chapter. Several CALSTARS reports are used to prepare year-end financial reports. Each fund must have a separate set of financial reports. This chapter describes each of the year-end financial reports and the specific CALSTARS reports that should be used to prepare them. Agencies should also review the *Year-end Financial Reports* letter issued by the State Controller's Office (SCO) in early June for additional instructions.

Year-end financial reports produced by agencies on personal computers must be approved in advance by the SCO.

Exhibit IV-1 displays the year-end financial reports which must be submitted to the SCO or the State Treasurer's Office.

Although all of the sample financial reports shown include the completed certification signature blocks, this is no longer required. Instead, SCO requires that agencies submit a cover memo with their year-end financial reports which contains a certification statement that applies to all the reports listed in the cover memo. Exhibit IV-2 displays a sample certification cover memo.

EXHIBIT IV-1
LIST OF REPORTS TO BE SUBMITTED TO
STATE CONTROLLER'S OFFICE (SCO) OR STATE TREASURER'S OFFICE (STO)

No.	Year-end Report	Standard Form or CALSTARS Report	Governmental Cost Funds & Bond Funds ^{g/, g/}	Non- Governmental Cost Funds	Report Distribution ^{g/, h/}		SAM Section
					SCO	STO	
1	Report of Accruals to Controller's Accounts	571	X		X		7952
2	Accrual Worksheet	572	X		X		7953
3	Adjustments to Controller's Accounts	576	X	X	X		7955
4	Final Statement of Revenue (includes reconciliation with Controller's Accounts) ^{a/}	Q26	X		X		7956
5	Final Reconciliation of Controller's Accounts with Final Budget Report ^{a/}	573	X		X		7957, 7959
7	Pre-Closing Trial Balance ^{a/}	G02	X	X	X		7962
8	Post-Closing Trial Balance ^{a/}	G02	X	X	X		7962
9	Analysis of Change in Fund Balance (Statement of Operations) ^{a/}	G04		X	X		7963
14	Report of Bank and/or Savings and Loan Association Accounts Outside State Treasury	445	X	X	X	X	7975
15	Reconciliation of Agency Accounts with Transactions per State Controller ^{a/}	^{b/}	X		X		7976
18	Statement of Changes in General Fixed Assets	G05	X		X		7977
19	Statement of General Fixed Assets	G05	X		X		7977.5
20	Statement of Financial Condition	G04		X ^{g/}	X		7978
22	Statement of Contingent Liabilities	^{b/}	X	X	X		7979
N/A	General Ledger Trial Balance	G01		X ^{f/}	X		N/A

^{a/} If agencies prepare reports containing accruals, there must be a footnote to the report such as: "Includes year-end accruals pursuant to State Administrative Manual instructions". Refer to SAM Section 7951.

^{b/} Use the SAM Section or the exhibit in this Chapter as a suggested form.

^{c/} Refer to the Uniform Codes Manual (UCM), Fund Section, to determine the fund type for a fund.

^{d/} See SAM Section 7951 for required certification. All year end reports must be available for review upon request by the Department of Finance.

^{e/} For Non-Treasury Trust Funds, Report 20 is not submitted.

^{f/} Submit for Shared funds only (i.e., funds using GLA 5570-Fund Balance Clearing)

^{g/} Bond fund statements must be submitted at both fund and fund detail level

^{h/} Mailing Address and Interagency Mail Service (IMS) Code:

State Controller's Office
Division of Accounting (B-8)
P.O. Box 942850
Sacramento, CA 94250-5875

State Treasurer's Office
Securities Clearance Section (C-15)
P.O. Box 942809
Sacramento, CA 94209-0001

State of California

Memorandum

Date : July 31, 2003

To : State Controller's Office
Division of Accounting and Reporting
3301 "C" Street, Suite 503
Sacramento, CA 95816 B-8

From : Example Department

Subject : CERTIFICATION OF YEAR-END FINANCIAL REPORTS

The following financial reports for the fiscal year end June 30, 2003, are enclosed:

GENERAL FUND (0001)

Report No. Description

- | | |
|----|--|
| 1 | Report of Accruals to Controller's Accounts |
| 2 | Accrual Worksheet |
| 3 | Adjustments to Controller's Accounts |
| 4 | Statement of Revenue |
| 5 | Final Reconciliation of Controller's Accounts with Final Budget Report |
| 7 | Pre-Closing Trial Balance |
| 8 | Post-Closing Trial Balance |
| 15 | Reconciliation of Agency Accounts with Transactions per State Controller |
| 18 | Statement of Changes in General Fixed Assets |
| 22 | No Contingent Liabilities to report |

Contact Person: I. Ben Tryin
Phone Number: (916) 555-1234

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE FUND (0169)

Report No. Description

- | | |
|----|--|
| 1 | Report of Accruals to Controller's Accounts |
| 2 | Accrual Worksheet |
| 3 | Adjustments to Controller's Accounts |
| 4 | Statement of Revenue |
| 5 | Final Reconciliation of Controller's Accounts with Final Budget Report |
| 7 | Pre-Closing Trial Balance |
| 8 | Post-Closing Trial Balance |
| 15 | Reconciliation of Agency Accounts with Transactions per State Controller |
| 18 | Statement of Changes in General Fixed Assets |
| 22 | No Contingent Liabilities to report |

EXHIBIT IV-2 (Continued)

Contact Person: I. Ben Tryin
Phone Number: (916) 555-1234

SPECIAL DEPOSIT FUND (0942)

Report No. Description

3	Adjustments to Controller's Accounts
7	Pre-Closing Trial Balance
8	Post-Closing Trial Balance
9	Analysis of Change in Fund Balance
20	Statement of Financial Condition
22	Statement of Contingent Liabilities

Contact Person: I. Ben Tryin
Phone Number: (916) 555-1234

NON-TREASURY TRUST FUND (0990)

Report No. Description

7	Pre-Closing Trial Balance
8	Post-Closing Trial Balance
9	Analysis of Change in Fund Balance

Contact Person: I. Ben Tryin
Phone Number: (916) 555-1234

SPECIAL REPORTS

Report No. Description

14	Bank and/or Savings and Loan Association Accounts Outside the State Treasury System
19	Statement of General Fixed Assets

I certify (or declare) under penalty of perjury that the data on the attached statements is true and correct; and that I have not violated any of the provisions of Article 4, Chapter 1, Division 4, Title 1, Government Code (commencing with Section 1090).

Subscribed and executed this 31st day of July, 2003, at Sacramento, California

Signature of Officer

Type or print name of Officer

Title of Officer

REPORT NO. 1 - REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS

The State Controller's Office uses Report No. 1 to post accruals to the year-end account balances. Use Forms 571A, 571B, 571A/B, 571-C and 571D for Report No. 1.

The following reports are used to prepare Report No. 1:

- ✧ A completed Accrual Worksheet (Report No. 2)
- ✧ B06, Final Budget Report
- ✧ D09, Document Report by General Ledger, Subsidiary Amount and Document Number
- ✧ G01, Trial Balance of General Ledger Accounts
- ✧ G02, Year-End General Ledger Report
- ✧ Q13, Cumulative Expenditures by Character, Program, Organization and Object

The SCO provides blank 571 Forms. In July the 571-C forms displaying the agency's appropriation accounts are ROPED to agency printers.

Prepare a separate Report of Accruals to SCO Accounts for each governmental fund administered by the agency. Data may be typed or hand printed. The SCO's annual letter on Year-End Financial Reports contains general instructions. Listed below are specific instructions for completing each section of the Report of Accruals, Report No. 1.

Instructions for Forms 571 A, B and A/B:

HEADING - Enter your agency's full name and Organization Code, Fund Number and Name. Enter the name, title and phone number of the contact person. Number each page as indicated. Leave the "Controller's Use Only" space blank.

ACCOUNT - The most commonly used 4-digit general ledger account (GLA) codes and titles are pre-printed. Space is available for additional accounts on the Form 571B and 571A/B.

Certain general ledger accounts require a 4-digit subsidiary number in addition to the 4-digit GLA. The subsidiary number signifies the fund involved in an inter-fund transaction. This number is entered in the four positions immediately following the pre-printed 4-digit **Account** (general ledger account number). Exception: GLAs 1390 and 1600 require a 5-digit subsidiary that identifies an offsetting GLA preceded by a 0 (zero).

Amount of reimbursement receivables that fund encumbrances

Enter the amount that funds encumbrances for each reimbursement receivable (GLAs 1312, 1410, 1420, 1540 or 1590). Enter a **D** in the Encumbrance "D/C" column.

NOTE: The amount in the "Encumbrances" column must not be more than the receivable reported in the "Amount" column.

Select the appropriate method of identifying reimbursed encumbrances based on how reimbursable costs are identified.

1. Agencies that use Fund Source **R** for Reimbursements

Use a summary level PY Q13 Report (0-0-0-I) to identify reimbursed encumbrances by appropriation account. Be sure to include allocated encumbrances when requesting this report. Review the reimbursement receivables by appropriation to identify how the encumbrances are funded for each receivable General Ledger account. The DB1 Report will identify reimbursement receivables at the GL account level by appropriation; the D16 Report will identify each receivable document.

After determining the encumbrance funding by the appropriate GLA level, sum the amounts by GLA. Report these amounts as described above.

2. Agencies that do NOT use Fund Source **R** for Reimbursements

The amount of encumbrances funded by reimbursement receivables will not be identifiable at the summary level, and, therefore, must be determined by another method based on your agency's established procedures for identifying reimbursable costs. Summarizing the A-3 Accrual entries by GLA for reimbursement receivables resulting from encumbrances is one method available.

Instructions for Form 571-C and 571D:

These forms are used to report accruals for nominal accounts. Form 571-C is computer generated by the SCO. It includes each appropriation account title and number shown on the agency's monthly SCO Agency Reconciliation Report.

Certain accounts on the SCO's records have been left off Form 571-C. Accounts for appropriations that will revert as of June 30 have been omitted, as have Prepayments to Other Funds and Advances to Other Funds. In most cases any changes to these accounts are reported as Adjustments to Controller's Accounts, not accruals.

"ACCOUNTS RECEIVABLE-OTHER" COLUMN - GLA 1319-Accounts Receivable-Other is not found on the reconciliations. Post this amount (from the G02 Trial Balance) to the Misc. Accounts-Provision for Deferred Receivables line. The offset is posted to the "Deferred Credits" column.

ORF ADVANCE LINE (CA97 appropriation) - The imprest amount of the revolving fund advance is posted on the Revolving Fund Advance line in the "Revolving Fund Cash" column. Post this amount from the Balance per SCO line on the ORF FM 13 reconciliation--the sign stays the *same*. No additional posting to this line is required, except for the total. All other Revolving Fund activity is posted on the Revolving Fund Adjustment line.

REVOLVING FUND ADJUSTMENT LINE - The Revolving Fund Adjustment line is at the bottom of the report, between the Subtotal and Total lines. The line is completed in two steps:

- 1) From the ORF (CA97) FM13 reconciliation, post each accrual from the CALSTARS 33 "Balances per DB1" section or the "Apply: Current Year Accruals" section from the DB2 to the appropriate column in the Revolving Fund Adjustment line.
- 2) Sum the adjustments posted to the Revolving Fund Adjustments line. Post this amount into the Revolving Fund Cash Column (opposite sign). This adjustment brings the Revolving Fund Cash column into agreement with the GLA 1130-Revolving Fund Cash on the Post-Closing Trial Balance portion of the G02 Report. In addition, it causes the Revolving Fund Adjustment line to net to zero.

"PREPAYMENTS TO OTHER FUNDS" COLUMN - Post the CA99 Service Revolving Fund (SRF)-Printing, CA98 SRF-Other, and CA96 State Compensation Insurance Fund (SCIF) Prepayments to the "GLA 1730-Prepayments to Other Funds" column. Post these amounts from the Balance per SCO line on the ORF FM 13 reconciliations--the sign stays the *same*. These items are entered on the Accrual Worksheet so the final total will agree with Fund Balance-Clearing. They are not carried forward to Report No. 1 because the SCO books already contain the prepayment amounts.

"ACCOUNTS PAYABLE" COLUMN - The net amount for accounts payable is the sum of the following accounts on the reconciliations:

GLA 3010 - Accounts Payable;
GLA 6150 - Encumbrances;
GLA 6151 - Annual Allocated Encumbrances; and

NOTE: Each reconciliation may not have all of the listed accounts.

REPORT NO. 3 - ADJUSTMENTS TO CONTROLLER'S ACCOUNTS

Report No. 3 identifies the differences between the agency and SCO account balances. These differences represent the adjustment to the SCO account portion of the FM 13 reconciliations. This section discusses the preparation of a Report No. 3 for Governmental Funds. Report No. 3 requirements for Non-Governmental Funds are discussed in the next chapter.

This report does not correct the SCO's accounts. Separate Transaction Request forms must be sent to the SCO to correct SCO posting errors. If there are adjustments to the SCO's accounts, complete Report No. 3 on Forms 576A and 576-B, supplied by the SCO and attach copies of the supporting Transaction Request Forms. If there are no adjustments, the agency's Year-end Statement transmittal letter or certification should state this and disclose that no Reports No. 3 have been submitted. If a transmittal or certification letter is not used, return Report No. 3, Form 576A, noting "No adjustments to report".

Instructions for Completing Forms 576A and 576-B

FORM 576A - Records "Real Account" general ledger account impact. This form must be completed when the adjustment is between funds and/or agencies. For each adjusting item, review the corresponding Transaction Request Form to determine the fund or appropriation for which amounts are due to or due from. If the appropriation is in the fund being reported, the correct GLA is 1420 or 3115 and a subsidiary fund number is not required. If another fund is involved, the correct GLA is 1410 or 3114 and the subsidiary fund number is identified next to the appropriate GLA. Identify the adjustment amount and indicate **D** (debit) or **C** (credit) in the "D/C" column.

FORM 576B - Records "Nominal Account" general ledger account impact. This form must be completed for adjustments to revenue and expenditure accounts. Using the FM 13 reconciliations, post the "Adjustments to SCO Accounts" applicable to each appropriation line. Amounts for the same appropriation line should be totaled to identify the **net** adjustment for the appropriation. Enter the adjustment amount and indicate **D** (debit) or **C** (credit) in the "D/C" column.

FINAL CHECKS - Cross reference each item on Report No. 3 to the copy of the SCO's Transaction Request, Form CA 504. At the bottom of each form, enter the **net** of the debits and credits. The summed total of the Net Debits/Credits amount from both forms must equal zero.

Exhibit IV-7 identifies how "Adjustments to SCO Accounts" affect the appropriation accounts, correction letters and Report No. 3 when the adjustment is within the same agency and same fund. Exhibit IV-8 shows this same comparison when the adjustment is between funds and/or agencies. Exhibit IV-9 shows samples of Report No. 3, SCO Forms 576A and 576-B. Exhibit IV-10 shows the corresponding Transfer Requests.

EXHIBIT IV-10 (Continued)
SAMPLE REPORT NO. 3 TRANSACTION REQUEST

STATE CONTROLLER'S USE ONLY											
DOCUMENT NO.				DATE C C Y Y M M D D				MSG Code			
J	E										

STATE OF CALIFORNIA
OFFICE OF THE STATE CONTROLLER

TRANSACTION REQUEST

2

STATE CONTROLLER'S USE ONLY	
TC Code	VERIFIED BY:
	DATE:

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Agency: Department of Air Quality	Address: 700 9th Street, Sacramento, CA 95814	Agency Document Number: 01-009
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FUND	AGY	FY	M	REF/ITEM	FED CAT	P/N	C	CAT	PGM	ELE	COMP	TASK	ACCT	SCB	REV/OB	AMOUNT	D	C	SCO USE	A	T	O	B	SOURCE FUND											
0	0	0	1	0	0	9	9	9	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										
DESCRIPTION																PROGRAM DESCRIPTION																			
C O R R E C T I O N T O C L A I M S C H E D S .																CHAPTER 52/00, ITEM 9990-001-0001										AIR QUALITY CONTROL									
0	0	0	1	0	0	9	9	9	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										
DESCRIPTION																PROGRAM DESCRIPTION																			
C O R R E C T I O N T O C L A I M S C H E D S .																CHAPTER 52/00, ITEM 9990-001-0001										AIR QUALITY STANDARDS									
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TYPE OF TRANSACTION: Correction to Various Claim Schedules	I hereby certify under penalty of perjury that I am duly appointed, qualified, and acting officer of the herein named State agency, department, board, commission, office, or institution; that the within transfer is in all respects true, correct, and in accordance with all applicable provisions or restrictions in the Budget Act, Federal Regulations, or other statute pertaining to the particular appropriation.
LEGAL AUTHORITY AND REASON FOR REQUEST: Contract number CX00253 was erroneously encumbered and paid against 9990-001-0001 Program 10. It should have been charged to 999-001-0001 Program 20.	
AUTHORIZED SIGNATURE: U. R. Dunne	
CONTACT PERSON: U. R. Dunne, Accounting Administrator	
PHONE FOR CONTACT: ATSS 999-9999	DATE: July 5, 2001

NOT TO BE USED AS A CONTROLLER'S REMITTANCE ADVICE

CA504(9/94)

Reverse PY Corrections Made By Controllers' Office - SCO corrections to last year's financial reports are reversed in this column. Verify that this amount is correct by reviewing notes made on last year's financial reports per contacts from the SCO. If the amounts shown in this section cannot be reconciled with your records, contact the SCO.

Advance to Service Revolving Fund - Displays the Advance to the Service Revolving Fund. This amount is pre-printed in the "Appropriation Balance" column only. Verify that the amount agrees with the June 30 Agency Reconciliation Report (Tab Run). This should be posted to the current year appropriation only.

ITEMS TO BE COMPLETED BY AGENCY - The bottom portion of the form (except Advance to Service Revolving fund) is completed by the agency as follows.

Apply CY Adjustments to Controller's Accounts - Enter **net** of Adjustments to Controller's Accounts from Report No. 3. Expenditure and reimbursement adjustments usually affect both columns. Adjustments to advances affect only the "Appropriation Balance" column.

Apply Accruals per Report of Accruals to Controller's Accounts - Enter the current year accruals from the Report of Accruals (Report No. 1, Form 571C). Amounts are posted to both columns and the signs are the same as on Report No. 1 except as noted below. There should be no accruals posted to reverting appropriations.

Revolving Fund Advance - Post to the "Appropriation Balance" column only.

Pending Budget Revisions/Allocation Orders/Executive Orders
- Post pending appropriation adjustments (BRs or EOs) to the "Appropriation Balance" column only. Since these entries are not documented on Report No. 1, add a footnote to either the bottom of the page or to an attached page detailing this entry, including BR and/or EO numbers.

FINAL CHECKS - Sum each column, including the pre-printed amounts. Compare the Report No. 5 column totals with the Final Budget Report (B06) as follows:

The "Expenditure" column on each Report No. 5 should equal the grand total of the B06 "Budgetary Expenditure" column for that appropriation.

REPORT NO. 6 - FINAL BUDGET REPORT

Report No. 6, Final Budget Report, is not submitted but all fiscal years are kept on file with other year-end reports. The CALSTARS B06, Final Budget Report is formatted to satisfy the reporting requirements of Report No. 6. Unlike the appropriation balances shown on the B04 Report, the appropriation balances shown on the B06 Report have not been reduced by the amounts in "Reserves".

For more information concerning the B06 Report, see Volume 6, Chapter III-B. Exhibit IV-13 shows a sample of the B06 Report.

Treatment of Prior Year Encumbrances on the B06 Report

In CALSTARS, expenditures are not recorded until an encumbrance is liquidated. For year-end reporting purposes, however, encumbrances outstanding at year-end are reported as expenditures. In the new year, encumbrances are liquidated and expenditures are recorded. CALSTARS saves the year-end encumbrance balance and adjusts subsequent reporting of expenditures by this balance. This adjustment must be made when preparing year-end reports for prior year appropriations. This process is performed automatically in the Final Budget Report.

The Final Budget Report (B06) displays a Budgetary Expenditure amount that includes the current year encumbrance balance as expenditures and reduces the expenditure balance by the amount of encumbrances outstanding at the beginning of the year.

NOTE: If the nominal accounts are closed into the incorrect Fund Balance/Retained Earnings GLA, see Volume 7, Chapter III, section *Reclassify Fund Balance Clearing* for the required adjusting entry.

If the Fund Balance on the Post-Closing Trial Balance is a debit amount, SCO requires an explanation. A footnote must be included on the Report No. 8.

LONG-TERM INTERFUND LOANS - Generally, entries in an agency's accounting records for inter-fund loans are maintained on a cash basis and posted from SCO documents. However, interest or loan repayments that are due within a year should be accrued at Year-end. These accruals should be reported on Report No. 1 - Report of Accruals.

The Pre-closing Trial Balance of each fund should contain a footnote disclosing facts of the loan that are not formally reflected in the fund's financial reports. For example, a liability for a loan would not appear in the body of the financial reports of the fund receiving a loan unless repayment is to occur within one year; therefore, a footnote disclosure of the loan is necessary to fully disclose the fund's liabilities. The footnote disclosure should include the terms of the loan (e.g., date of issuance, repayment terms and interest rate), current loan balance and interest earned or owed but not recorded.

GOVERNMENT CODE SECTION 16310 LOANS - When the General Fund borrows money from a fund per Government Code Section 16310 and the loan amount is outstanding at Year-end, the Due From Other Funds entry is not reflected on the agency's financial reports per instructions from the SCO. Therefore, loan entries should be reversed and a footnote disclosing facts about the loan should be typed on the Pre-closing Trial Balance (Report No. 7).

GLA ACCOUNTS WITH SUBSIDIARY FILE SUPPORT - If the sum of the Subsidiaries File entries do not equal the amount of the GLA on the Post-Closing Trial Balance, the GLA is omitted from the Trial Balance and is footnoted on the bottom of the Post-Closing Trial Balance. This situation must be corrected before financial reports are completed.

REPORT NO. 9. - ANALYSIS OF CHANGE IN FUND BALANCE

In general, agencies submit a Report No. 9, Analysis of Change in Fund Balance, when they account for a non-governmental fund in its entirety or for an account within a non-governmental fund in its entirety, such as, the Federal Trust Fund or the Special Deposit Fund.

The G04, Year-end Special Fund Equity Report, is submitted when Report No. 9, Analysis of Change in Fund Balance, is required. Although the G04 Report may be requested for any fund, it should only be submitted for **Non-governmental Non-shared** funds. A Non-shared fund uses a Fund Balance General Ledger Account other than GLA 5570-Fund Balance-Clearing. Report No. 9 is described in Chapter V, Prepare Non-governmental Cost Fund Reports. Exhibit V-6 is a sample of Report No. 9 for an agency's portion of the Federal Trust Fund.

REPORT NO. 10 - ANALYSIS AND RECONCILIATION OF REVOLVING FUND ACCOUNTABILITY

This is no longer a year-end report, but the analysis and reconciliation should be performed and kept on file with other year-end reports. See the Chapter II examples of an Office Revolving Fund reconciliation and an accompanying G01 Report in Exhibits II-1 and II-2.

REPORT NO. 11 - RECONCILIATION OF GENERAL CHECKING ACCOUNT

This report is no longer required at year-end. However, the reconciliation should be prepared and kept on file with the other monthly bank reconciliations.

REPORT NO. 13 - REPORT OF EXPENDITURES OF FEDERAL FUNDS

This report is prepared for Federal Funds and is discussed in Chapter V, section *Prepare Trust and Agency Funds-Federal*. This report is no longer submitted, but is required to be kept on file.

REPORT NO. 14 - REPORT OF ACCOUNTS OUTSIDE THE TREASURY SYSTEM

Every agency must submit a Report No. 14, Report of Bank/Savings and Loan Association Account Outside the Treasury System (Standard Form 445) to the State Treasurers Office ***whether or not it has funds outside the Treasury system***. There should be only one statement per agency (not one statement per fund). If an agency does not have accounts outside the treasury system, do not submit Report No. 14 to the SCO, however, indicate in the certification letter that there are no accounts outside the state treasury. If the agency does have funds outside the Treasury system, refer to the Chapter V, section *Prepare Trust and Agency Funds-Other*, subsection *Non-Treasury Trust Funds (NTT)* for a discussion of other required reports.

Exhibit IV-17 shows a sample of Report No. 14.

NOTE: If an agency has the ability to accept a credit card as a means of payment, these accounts are considered "zero balance accounts". These accounts must be reported on the Report No. 14.

**REPORT NO. 18 - STATEMENT OF CHANGES IN GENERAL FIXED ASSETS and
REPORT NO. 19 - STATEMENT OF GENERAL FIXED ASSETS**

Report No. 18 is required for the General Fixed Assets Group of Accounts (GLAs 2310-2341) using Fund 0997. This report shows the beginning balance, additions, deletions and resulting ending balance for each of the fixed asset accounts. Report No. 18 may be obtained by requesting a G05, General Fixed Asset Reports, requested at the Fund Detail (F=2) level. When requested at this level, a separate Report No. 18 page is produced for each Fund Detail. A single certification statement is included which applies to all Fund Details. Report No. 18 should be submitted with the financial reports for each fund that has investments in fixed assets. If there are no fixed assets for a fund, it should be noted in the certification letter for Report No. 18.

The G05 Report also contains Report No. 19. Report No. 19 shows the ending balance of each type of fixed asset and the source fund that was used to purchase the asset. Report No. 19 contains certification statements certifying that physical inventories are made at least once every three years and that subsidiary fixed asset records are in agreement with the general ledger accounts shown. The same Report No. 19 is produced whether the G05 is requested at the Fund or Fund Detail level. The G05 Report is available by Section for agencies that maintain the general ledger accounts by Section.

One Report No. 19 is submitted for each agency. A copy should not be submitted with each fund. If the agency does not have fixed assets to report, it should be noted in the certification letter for Report No. 19.

Exhibit IV-20 shows a sample Report No. 18. Exhibit IV-21 shows a sample Report No. 19.